 Crown Hills Community College

**PERSON SPECIFICATION**

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| **Job Title:** | **Associate Assistant Principal** **(No teaching commitment)** |  |  |
| **College** | **Crown Hills Community College** | **11-16** | **Maintained** |
| **Reports to:** | **Principal** | **Grade:** | **L4-L9** |
| **Key areas of Responsibility:** |  **Behaviour and Social Inclusion** | **Salary:** | **£43034 - £48687** |
| **Additional:** | **Mentoring, counselling** | **Term:** | **Permanent Full-Time** |

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|  | **Assessed by:**  |
| **No** | **CATEGORIES** | **Essential/****Desirable** | **App Form** | **Interview/****Task** |
| **QUALIFICATIONS** |
|  | A degree qualification  | **E** | **√** |  |
|  | Qualified Teacher Status | **E** | **√** |  |
|  | Evidence of Continuous Professional Development | **E** | **√** | **√** |
|  | Middle or Senior Management qualification | **D** | **√** |  |
| **EXPERIENCE** |
|  | Effective management of a high-achieving pastoral team or subject team. | E | **√** |  |
|  | At least 2 years successful middle management experience | E | **√** |  |
|  | Speaking in front of large groups of students and staff | E | **√** |  |
|  | Using ICT and SIMs.net or equivalent to communicate, review data and present information to others. | E | **√** | **√** |
|  | Substantial knowledge and experience of a range of behaviour management strategies and styles to support students and staff. | E | **√** |  |
|  | **Assessed**  | **by:** |
| **No.** | **CATEGORIES** | **Essential/****Desirable** | **App****Form** | **Interview/****Task** |
|  | Ability to maintain positive relationships with students and other adults. | E | **√** | **√** |
|  | Experience of managing change successfully |  E | **√** | **√** |
| **ABILITIES,SKILLS AND KNOWLEDGE** |
|  | Ability to coach and motivate professionals, individually and within groups, to achieve individual and collective targets.  | E | **√** |  |
|  | Understanding of how students learn and barriers to learning. | E | **√** | **√** |
|  |  Ability to work with a range of external agencies and stakeholders to deliver whole-school initiatives.  | E |  | **√** |
|  | Ability to communicate verbally with and write reports for a range of stakeholders, including Governors and external agencies.  | E |  | **√** |
|  | Knowledge and understanding of the specialist support services available to young people, particularly in Leicester City. | E | **√** | **√** |
|  | Ability to work autonomously, prioritise conflicting demands and thrive under pressure.  | E | **√** | **√** |
|  | ICT skills to manage and report on performance data to a range of audiences (Ofsted, Governors, parents, staff and students).  | E |  | **√** |
|  | Detailed knowledge of safeguarding and child protection principles and their application. | E | **√** | **√** |
| **PERSONAL QUALITIES** |
|  | Commitment to working flexibly outside of school hours to achieve outstanding outcomes for young people  | **E** | **√** |  |
|  | Highly organised, literate and articulate.  | E | **√** |  |
|  | A passionate belief in the school’s aims and values.  | E | **√** | **√** |
|  | Ability to address sensitive matters with a caring approach and appropriate confidentiality  | E |  | **√** |
|  | Highest levels of professional and personal integrity.  | E |  | **√** |
|  | A strong commitment to inclusion and overcoming barriers to learning and achievement.  | E | **√** | **√** |
|  | Personal resilience, persistence and perseverance.  | E |  | **√** |
|  | Commitment to the pursuit of Continuous Professional Development by oneself and others.  | E |  | **√** |
|  | A sense of humour | **E** |  | **√** |

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